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1. Purpose

This procedure defines responsibilities of Kennesaw State University (KSU) leadership, managers and supervisors, faculty, staff, students, and third parties as it applies to compliance with environmental and occupational safety (EOS) laws and regulations through the effective use of KSU's Environmental and Occupational Safety Management System (EOSMS).

Responsibilities include but are not limited to, ensuring compliance, identifying hazards, managing risks, preventing incidents, and improving work practices.

2. Scope

This procedure applies to all KSU employees, faculty, staff, students and third parties working on or under the control of KSU.

3. Responsibilities

A. University Executive and Senior Leadership

The University's executive and senior leadership includes the President, Provost, vice presidents, associate and assistant vice presidents, deans, and executive directors. Employees in these job positions:

- x Create vision, enforce policy, set performance expectations, and ensure timely availability of resources that support KSU's environmental and occupational safety.
- x Provide leadership to ensure effective implementation of the EOSMS as KSU's systematic approach to managing EOS risks and ensuring compliance with governing laws, regulations, and policies.
- x Review EOS related assessment reports to assess and direct actions necessary to continually improve KSU's EOS and support the EOSMS.

B. Directors, Department Heads, and Managers

A director, manager or department head oversees operations within their respective department/center/institute/unit (hereafter called unit) or laboratory that requires compliance with

- x Sets performance expectations, manages EOS risks, and ensures compliance with governing laws, regulation, and policies.
- x Effectively implements KSU's EOSMS and its requirements within their respective units and laboratories.
- x Incorporates EOSMS requirements and responsibilities into employee job descriptions and addresses performance related to the same.
- x Ensures that individuals under their supervision, including but not limited to, supervisors, regular and temporary employees, contractors, and other affected personnel, obtain required EOS training.
- x Develops a process to maintain incident and illness prevention and environmental protection program within the unit.
- x Ensures prompt reporting and appropriate investigations of incidents within the unit, in accordance with the Incident Reporting and Investigation procedure (EOSMS108).
- x Develops and implements a written protocol in

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The principal investigator or instructor:

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